

WOODROW WILSON REHABILITATION CENTER POLICIES AND PROCEDURES	
Title: REVIEWING/DISTRIBUTING CASE MATERIAL	
Policy Number: 4.30	
Effective Date: 11/91	Page 1 of 1
Lead Department: MEDICAL/VOCATIONAL RECORDS	

OBJECTIVE

To ensure the effective and efficient placement of information in consumer's files and timely release of information to DRS sponsors.

POLICY

After a consumer has been enrolled at WWRC, a copy of all reports generated at WWRC will be forwarded to the case manager within the timelines specified in policy 4.31 (Case Records Standards and Review). The WWRC case manager will review and send all copies to the DRS sponsor on or before the 22nd calendar day following discharge. All consumer information coming from outside consultants following admission to WWRC will be reviewed by the case manager and then forwarded to Medical/Vocational Records for filing.

Copies of reports for consumers who are not assigned a case manager will be distributed by the individual WWRC service provider or with the assistance of Medical/Vocational Records.

Originals will be sent to Medical/Vocational Records for filing in the record.

All reports will be distributed according to the information listed in COMET under Assignment and Notes screen (AT123). Any sponsor who does not receive reports will be listed as such.

Revised 6/5/98
Reviewed 9/99
Revised 3/00
Reviewed 8/01
Revised 2/02
Reviewed 12/03